



N.H. Board of Accountancy

NH Joint Board, 57 Regional Drive
Concord NH 03301 603-271-2219

Return to Active Practice Information

2. Continuing Professional Education (CPE) Filing Forms

- A) Complete the CPE reporting form with all requested information. You may make more copies of the first page if applicable.
- B) Limitations for claiming CPE:
 - 1. Under Speaker, Discussion Leader, Instructor, you can only claim 50 % of your hours.
 - 2. Under Published Articles & Books, you can only claim 50% of your hours.
 - 3. There is no restriction for the amount of CPE you can earn in Self Study or Educational Programs Attended.
- C) Required Number of hours and dates of your CPE
 - 1. You will need to report 120 hours all of which had to be earned in the previous 36 months prior to the date you submit your Return to Active Practice. You will also need to obtain 4 hours of ethics for your active license which is included in the 120 not in addition to.
 - 2. Regardless of when your re-application license is approved your reapplication license will expire as follows:
 - A-F: 6/30/2011
 - G-M: 6/30/2012
 - N-Z: 6/30/2013
 - 3. Upon approval you will receive formal notification from the Board on how many hours are due and when they will be due. The number of hours you will need to report at that time will be prorated. The formula is $120 \text{ hrs} \div 36 \text{ mths} = 3.34 \text{ hours a month}$ (rounded off to 3.4) times the number of months you have been relicensed up to and including your renewal expiration date above.
- D) Documentation for all CPE hours claimed on this form must be provided at the time of application. Documentation must be in the form of certificates of completion that qualify under Ac 403.02.
- E) Update Information: Please fill out in its entirety.
- F) Fees: Please submit \$275.00 for a three year renewal. You may pay by check, money order, cash or the attached form. If you use the attached form you will need to call the Board of Accountancy to give them your credit card number after submitting this form.
- G) Please remember that you may not practice public accounting under the CPA designation while unlicensed.

H) Upon receipt we will review for compliance and if approved you will receive your license and renewal information. If there are any problems omissions or errors we will contact you.